



Employee Mandatory Training FY 17

American's with Disabilities Act (ADA) Title II- Local Government 2016 (NEW IN FY17)

The Americans with Disabilities Act of 1990 (ADA) is Federal civil rights legislation that prohibits discrimination on the basis of disability in employment, public accommodations, commercial facilities, transportation, and telecommunications. Title II provisions require that state and local government give people with disabilities an equal opportunity to benefit from all the government's programs, services, and activities. This on-line training in Oracle Learning Management (OLM) is required for all employees who *"have direct contact with members of the public."* Each department's ADA Training Liaison who will identify designated staff required to complete training and coordinate enrollment in training with these individuals.

Limited English Proficiency

This training is required for all front line employees and will continue to focus on our commitment to excellent customer service and eliminating barriers to services for all residents, including those who face limited English proficiency.

Date	Time	Location
October 5, 2016	1 p.m. to 4 p.m.	101 Monroe St., Lobby Auditorium
December 20, 2016	1 p.m. to 4 p.m.	101 Monroe St., Lobby Auditorium
January 10, 2017	1 p.m. to 4 p.m.	101 Monroe St., Lobby Auditorium
February 23, 2017	1 p.m. to 4 p.m.	101 Monroe St., Lobby Auditorium
March 7, 2017	1 p.m. to 4 p.m.	101 Monroe St., Lobby Auditorium

Interviewing and Selecting Employees

Required for all employees who participate on selection interview panels, and hiring managers. This workshop is designed to provide interview panels and hiring managers with the tools necessary to navigate through the interviewing and selection process.

Learning objectives include: preparing for the interview, understanding the legal issues, determining the types of candidates will best succeed in the position, documenting the process, identifying and ranking your strongest candidates, understanding the key to making a hiring decisions, and knowing how to handle salary and other HR issues.

Date	Time	Location
October 12, 2016	9 a.m. to 4 p.m.	UpCounty Regional Services Center
November 18, 2016	9 a.m. to 4 p.m.	UpCounty Regional Services Center
December 15, 2016	9 a.m. to 4 p.m.	UpCounty Regional Services Center
February 15, 2017	9 a.m. to 4 p.m.	UpCounty Regional Services Center
April 18, 2017	9 a.m. to 4 p.m.	UpCounty Regional Services Center
June 15, 2017	9 a.m. to 4 p.m.	UpCounty Regional Services Center

Preventing Workplace Harassment

Many employees are experiencing confusion about how to act in the work place, what behaviors are acceptable, and what behaviors are not, and what sort of things are likely to be considered unlawful harassment. The purpose of the training is to communicate the County's policy that harassment and discrimination in any form will not be tolerated. This training will define workplace harassment and provide guidelines and procedures for reporting, processing, and investigating complaints for employees. This is a very important subject and our goal is to train ALL County employees.

Date	Time	Location
October 1, 2016	9 a.m. to Noon	101 Monroe St., Lobby Auditorium
October 19, 2016	9 a.m. to Noon	101 Monroe St., Lobby Auditorium
November 16, 2016	9 a.m. to Noon	101 Monroe St., Lobby Auditorium
January 10, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
January 26, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
February 7, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
February 23, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
March 7, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
March 21, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
April 20, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
May 4, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
May 16, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102

Date	Time	Location
June 6, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102
June 22, 2017	9 a.m. to Noon	255 Rockville Pike, Suite 102

Enrollment

- MCG Employees and Contractors click here - [Access MCG ePortal](#)
- Enrollment Instructions - click here, and select the appropriate button: [Enroll in a Class](#)